

**Inspector General Criminal Investigator Academy**

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## **The Inspector General Criminal Investigator Academy**

### ***Mission***

The Inspector General Criminal Investigator Academy will serve as a major resource, repository of information, and facilitator for investigative training in the Inspector General community.

#### Goals:

1. To deliver quality, timely, and cost-effective investigative training to meet the established needs of the IG community.
2. To develop training profiles to meet:
  - the accepted professional quality standards for the IG investigative community, as identified in the “Quality Standards for Investigations”;
  - training requirements as outlined in the training guidelines as promulgated by the Department of Justice for the deputation of inspector general investigators as Special Deputy U.S. Marshals;
  - other training needs as identified by its customers.

## **The Inspector General Criminal Investigator Academy**

### ***Background***

#### **Introduction**

Ever since the Inspector General Act of 1978 established the Office of Inspector General in various Executive departments and agencies, the Inspectors General recognized a need for their special agents to possess specialized investigative skills. As a result, the Inspector General Criminal Investigator Academy (Academy) was created to provide training specific to their mission of investigating waste, fraud and abuse in government programs, and to assist in promoting economy, efficiency, and effectiveness in the administration of those programs.

The present Academy was formed by the President's Council on Integrity and Efficiency (PCIE) and the Executive Council on Integrity and Efficiency (ECIE) in July 1999. However, specialized training for the Inspector General (IG) community had begun as early as 1987.

#### **History**

In 1987, the Inspectors General approached the staff of the Federal Law Enforcement Training Center (FLETC) with their concerns regarding specialized training. As a result, FLETC's Financial Fraud Institute, supported by instructors from the IG community, conducted the first Inspector General Basic Training Program (IG Basic) that same year. The IG Basic was designed for students who had already completed basic criminal investigator training and focused on the performance of investigative activities specific to the Offices of Inspector General.

The Financial Fraud Institute continued to manage and conduct IG Basic classes until 1994, when an independent Inspector General Criminal Investigator Academy located at the FLETC was established. The Academy's goal was not only to meet the training needs of entry-level IG special agents, but also to develop and deliver specialized and advanced training. The PCIE's Investigations Committee acted as the Board of Directors for the Academy.

At the same time the Offices of Inspector General were striving to provide appropriate training to their criminal investigators, another law enforcement organization was following a similar path. In 1987, the IRS Inspection Service's Internal Security (IS) Training Section relocated from Washington, DC, to the FLETC. While the IS Training Section primarily provided training to its own cadre

of investigators, it also invited investigators from a number of IG offices to attend its courses and assisted in FLETC's training programs.

### Consolidation

In January 1999, the IRS Inspection Service became the Treasury Inspector General for Tax Administration (TIGTA) and joined the IG community. In April 1999, the PCIE Investigations Committee requested that a working group review the operations of the Academy and what was now TIGTA's Training Section to determine the feasibility of consolidating the two training entities.

In July 1999, the working group briefed the PCIE's Investigations Committee and the Investigations Advisory Subcommittee and proposed that the Academy and the TIGTA Training Section be merged. Both the PCIE and the ECIE endorsed the consolidation and the specific recommendations for structuring the newly expanded Academy.

### New Structure

The PCIE's Investigations Committee continues to serve as the Academy's Board of Directors. As such, it sets policies, approves training plans and budgets, authorizes key staffing positions, and provides periodic reports to the IG community. In addition, the Investigations Advisory Subcommittee, which consists of Assistant Inspectors General for Investigations (AIGIs), advises the Academy and Investigations Committee on training issues.

The Academy was reorganized to include an Executive Director, to be located in Washington, DC, who serves as the primary liaison between the Academy and the IG community. The Executive Director reports to an Accountable Inspector General, who is responsible to the Investigations Committee for the overall administration and operation of the Academy. The Academy staff located at the FLETC was expanded to include a director, eight instructors/course developers, and three administrative support staff.

### Course Development and Revision

In September 1999, the Academy hosted a 3-day curriculum assessment conference in Washington, DC, to secure input from the IG community regarding their training needs. More than 80 participants, including Inspectors General, AIGIs, training officers, and other representatives from the PCIE and ECIE, reviewed the curricula offered in the FLETC's Criminal Investigator Training Program, by the TIGTA Training Section, and by the Academy. By the end of the conference, the participants had agreed on a revised course content for the Inspector General Investigator Training Program (formerly the IG Basic course) and the priorities and general content for a number of advanced/specialized courses.

Throughout the last calendar quarter of 1999, new Academy staff were selected and the Inspector General Investigator Training Program was completely redesigned. The pilot of the new program, IGITP-001, began January 25, 2000, with five additional IGITPs scheduled during FY-2000.

Academy staff continues to develop advanced/specialized courses for delivery in FY-2000 and FY-2001. Courses receiving priority are the IG Undercover Operations Training Program, the IG Technical Investigative Equipment Training Program, and the Hotline Operators Training Program.

**The Inspector General Criminal Investigator Academy**

**Staff**

**Washington, DC Office:**

1401 Wilson Blvd., Suite 800  
Arlington, VA 22209

Executive Director                      Terry M. Freedy    (703) 812-1695

Fax Number:    (703) 812-1722

**Glynco, GA Office:**

384 Marana Circle, FLETC  
Glynco, GA 31524

<b>TITLE</b>	<b>NAME</b>	<b>ROOM</b>	<b>PHONE</b>
Director	George Michael Baird	B - 106	(912) 261-3768
Program Assistant	Lenora Kay Arthur	C - 110	267-2888
Instructor/Program Coordinator	Emily Ball	D - 215	267-2309
Instructor/Program Coordinator	Ray Dausat	C - 210	267-3392
Instructor/Program Coordinator	Michael Egan	D - 214	261-3770
Instructor/Program Coordinator	Charles R. Hudson	B - 207	261-4087
Instructor/Program Coordinator	James Lacy	C - 211	554-4645
Instructor/Program Coordinator	Elizabeth Nelson	A - 202	267-2348
Program Analyst	Sue Wainright	C - 209	267-2871
Training Resource Management Specialist	E. Yvonne Wilson	A - 103	261-3759
Fax Number		B - 107	267-3473
Fax Number		C - 213	267-2308

## **Inspector General Criminal Investigator Academy**

### ***Points of Contact***

The Academy has assigned a special agent/instructor as the point of contact (POC) for each Office of Inspector General (OIG), as indicated below. The POC will answer questions regarding the course content or scheduling of training programs presented by the Academy or the Federal Law Enforcement Training Center (FLETC). The Academy's goal is to work with each OIG's training coordinator to use the resources and skills available within the Academy to enhance each agency's training.

The POC will also assist with agency-specific in-service training to the extent the Academy's training schedule allows. That assistance includes, but is not limited to:

- explaining the training development and delivery process used by the Academy and at FLETC;
- acting as liaison with FLETC to secure space, logistical and instructional, etc. for on-Center training; and
- providing suggestions for training resources such as meeting sites, lodging, subject matter experts, administrative requirements, etc.

### ***Special Agent Liz Nelson***

Voice: (912) 267-2348 Fax: (912) 267-3473

Email: [elizabeth.nelson@tigta.treas.gov](mailto:elizabeth.nelson@tigta.treas.gov)

Agency for International Development, Office of Inspector General  
Commodity Futures Trading Commission, Office of Inspector General  
Consumer Product Safety Commission, Office of Inspector General  
Department of Justice, Office of Inspector General  
Department of State, Office of Inspector General  
National Science Foundation, Office of Inspector General  
Railroad Retirement Board, Office of Inspector General  
Small Business Administration, Office of Inspector General  
Social Security Administration, Office of Inspector General

**Special Agent Jim Lacy**

Voice: (912) 554-4645 Fax: (912) 267-2308

Email: [james.lacy@tigta.treas.gov](mailto:james.lacy@tigta.treas.gov)

Central Intelligence Agency (CIA)  
Corporation for National & Community Service, Office of Inspector General  
Department of Commerce, Office of Inspector General  
Department of Defense, Office of Inspector General  
(Defense Criminal Investigative Service)  
Department of Energy, Office of Inspector General  
Department of Veterans Affairs, Office of Inspector General  
Federal Maritime Commission, Office of Inspector General  
National Aeronautics & Space Administration, Office of Inspector  
Smithsonian Institution, Office of Inspector General

**Special Agent Ron Hudson**

Voice: (912) 261-4087 Fax: (912) 267-3473

Email: [charles.hudson@tigta.treas.gov](mailto:charles.hudson@tigta.treas.gov)

Appalachian Regional Commission, Office of Inspector General  
Corporation for Public Broadcasting, Office of Inspector General  
Department of Education, Office of Inspector General  
Department of Labor, Office of Inspector General  
Equal Employment Opportunity Commission, Office of Inspector General  
Farm Credit Administration, Office of Inspector General  
Federal Deposit Insurance Corporation, Office of Inspector General  
National Labor Relations Board, Office of Inspector General  
Peace Corps, Office of Inspector General  
Tennessee Valley Authority, Office of Inspector General

**Special Agent Mike Egan**

Voice: (912) 261-3770 Fax: (912) 267-2308

Email: [michael.egan@tigta.treas.gov](mailto:michael.egan@tigta.treas.gov)

Department of Housing & Urban Development, Office of Inspector General  
Federal Election Commission, Office of Inspector General  
Federal Housing Finance Board, Office of Inspector General  
Legal Services Corporation, Office of Inspector General  
National Credit Union Administration, Office of Inspector General  
National Endowment for the Humanities, Office of Inspector General  
Office of Management & Budget, Office of Inspector General  
Office of Personnel Management, Office of Inspector General  
United States International Trade Commission, Office of Inspector General  
United States Postal Service, Office of Inspector General



**Special Agent Ray Dauzat**

Voice: (912) 267-3392 Fax: (912) 267-2308

Email: [ray.dauzat@tigta.treas.gov](mailto:ray.dauzat@tigta.treas.gov)

Department of the Interior, Office of Inspector General  
Department of the Treasury, Office of Inspector General  
Department of Transportation, Office of Inspector General  
Environmental Protection Agency, Office of Inspector General  
Federal Communications Commission, Office of Inspector General  
Federal Emergency Management Agency, Office of Inspector General  
Nuclear Regulatory Commission, Office of Inspector General  
Treasury Inspector General for Tax Administration, Office of Inspector General  
United States Department of Agriculture, Office of Inspector General

***Special Agent Emily Ball***

Voice: (912) 267-2309 Fax: (912) 267-2308

Email: [emily.ball@tigta.treas.gov](mailto:emily.ball@tigta.treas.gov)

Department of Health & Human Services, Office of Inspector General  
Federal Labor Relations Authority, Office of Inspector General  
Federal Reserve Board, Office of Inspector General  
Federal Trade Commission, Office of Inspector General  
General Services Administration, Office of Inspector General  
Government Printing Office, Office of Inspector General  
National Archives & Records Administration, Office of Inspector General  
National Endowment for the Arts, Office of Inspector General  
Pension Benefit Guaranty Corporation, Office of Inspector General  
Securities and Exchange Commission, Office of Inspector General

## **Inspector General Criminal Investigator Academy**

### ***Course Descriptions***

#### **INSPECTOR GENERAL INVESTIGATOR TRAINING PROGRAM (IGITP)**

##### **Program Description:**

The IGITP is a 4-week training program designed to provide entry-level training in investigative techniques and types of investigations specific to the mission of the Inspector General community. This course builds on the foundation provided in the Federal Law Enforcement Training Center's Criminal Investigator Training Program. It focuses on the types of cases worked by Inspector General special agents, utilizing investigative procedures and tools unique to the IG community, and providing amplified and enhanced training in general investigative topics.

This course is taught using a student-centered and performance-based methodology. Students are expected to "learn by doing" in a controlled environment, participating in a variety of individual, small group and large group exercises. Most of these exercises are in the context of a continuing case investigation which runs through the duration of the class. The student should expect to spend a considerable amount of after-hours and weekend time completing course assignments.

For those agents who carry intermediate weapons (OC spray and/or baton), the Academy provides after-hours classes during the first two weeks of class to meet certification requirements to carry the OC spray and/or baton. Agency training coordinators should notify the Academy scheduler at the time of registering students if they wish their students to be enrolled in those classes.

##### **Examples of Topics Covered in the IGITP:**

- Inspector General Act
- Inspector General Subpoena
- Employee Complainants and Whistleblower Act
- Investigative Writing
- Warnings and Union Representation
- Sources of Information
- Advanced Interviewing Techniques
- Legal Issues of Obtaining Evidence
- Case Development
- Employee Conduct and Bribery Investigations
- Case Presentation
- Tracing Funds Through Financial Institutions

- Contract Fraud
- Electronic Sources of Information
- Program Entitlement Fraud
- Basic Computer Incident Response
- Role of the Auditor

Length of Training:

19 class days

Who Should Attend:

Special agents attending this class must have completed FLETC's Criminal Investigator Training Program. It is recommended that the special agent spend 6-12 months in the field before attending the IGITP.

## **INSPECTOR GENERAL ADVANCED INVESTIGATIVE TECHNIQUES TRAINING PROGRAM (IGAITTP)**

### Program Description:

The ability to continually update and acquire new investigative skills could be the difference between investigative success and failure. While any agent knows the importance and benefit training programs offer, successful agents select training programs that fit within their investigative assignments and career framework. In law enforcement today, several aspects of the job are changing faster than others. An agent who has been in the field for three or more years needs to be cognizant of these trends.

The IGAITTP is a 5-day intensive program geared toward providing the agent from the Inspector General community with innovative techniques and updating the more traditional ones. This training course promises to give seasoned investigators advanced/updated information in order to enhance their investigative arsenal. In addition, informal networking between agent attendees from different agencies provides substantial benefits.

### Examples of Topics Covered in IGAITTP

- Financial Investigative Techniques
- Legal Updates and Recent Case Discussions
- Electronic Search and Seizure
- Computer Investigative Issues
- Complex Criminal Investigative Techniques
- Advanced Interviewing Techniques
- Officer Safety and Survival

### Length of Training:

Five days (36 class hours)

### Who should attend:

This course of instruction is designed for agents of the Inspector General community who have been in the field for two or more years. Agents should also have successfully completed FLETC's Criminal Investigator Training Program and the basic training program of the Inspector General Criminal Investigator Academy.

## INSPECTOR GENERAL UNDERCOVER OPERATIONS TRAINING PROGRAM (IGUOTP)

### Program Description:

The IGUOTP is an IG-specific 2-week training/working program designed for field agents who may be involved in undercover activities as a case agent, contact agent or operative. It focuses on critical operational elements and major administrative elements necessary to conduct successful undercover operations. The program teaches proactive investigative skills used to gather evidence of criminal operations that are not available through more conventional investigative methods. Responsibilities of the case agent, the contact agent, and the undercover agent are covered in detail to include: 1) case planning and initiation; 2) operational activities; 3) safety; 4) stress management; 5) technical support; 6) evidentiary considerations; 7) legal issues, such as entrapment and other prohibited activities; and 8) reporting findings.

The program also introduces generic administrative considerations necessary to initiate, conduct, and conclude a successful undercover operation. Administrative training includes: 1) proposal format planning and writing to initiate the investigation; 2) backstopping accountability; 3) use of a proprietary, 4) funding accountability; 5) use of the Hold-Harmless Agreement; 6) the Memorandum of Understanding for joint agency investigations; 7) the use of spin-off cases to control work assignments.

In order to make the training more beneficial to the agencies, students will be required to complete an undercover proposal, specific to their agency's jurisdiction, that adheres to both the Attorney General Guidelines for Undercover Operations and the student's agency guidelines.

### Examples of Topics Covered in IGUOTP:

- Review of Basic Training for the Undercover Technique
- The Attorney General's Guidelines for Undercover Operations
- Preparation and Planning
- Writing the Undercover Proposal
- Operational Considerations for the Case Agent
- Operational Considerations for the Contact Agent
- Operational Considerations for the Undercover Agent
- Administration of the Undercover Operation
- Aliases, Backstopping, and Cover Stories
- Safety Issues in Undercover
- Approaching the Target/Using Informants/Using the Internet as a Storefront
- Technical Support for Undercover Operations
- Legal Aspects of Undercover Operations

- Stress/Stress Management
- Problems in Undercover Operations

Length of Training:

Ten class days

Who should attend:

This training is designed to teach both operational and general administrative techniques for experienced Inspector General criminal investigators who have graduated from: 1) the Federal Law Enforcement Center's Criminal Investigator Training Program or equivalent; 2) the Inspector General Investigator Training Program; and, 3) the special agent's agency-specific follow-on basic training program. This course will be helpful to the investigator initiating and conducting a stand-alone operation or participating in a multi-agency operation.

The course may also be helpful for managers who have minimal experience with the undercover technique and who will be supervising personnel involved with undercover operations, whether initiating or as a task force member.

## **INSPECTOR GENERAL EMPLOYEE INVESTIGATIONS TRAINING PROGRAM (IGEITP)**

### Program Description:

The IGEITP is designed to acquaint the investigator with the procedures, techniques, concerns, and general problems associated with conducting employee investigations. As an investigator within the Inspector General community, the potential exists to investigate a variety of misconduct. This misconduct can range from administrative to criminal violations and can result in either exoneration or adverse action taken against the employee. This adverse action may be in the form of suspension, demotion, termination, indictment, and/or arrest and prosecution.

Investigators who attend the IGEITP should be those tasked with conducting internal investigations, or who anticipate conducting them in the near future.

The IGEITP is a 5-day program. This training course will provide the investigator with the basic knowledge to conduct several types of employee investigations. In addition, informal networking between agents from different agencies in attendance provides substantial benefits.

### Examples of Topics Covered in IGEITP:

- Role and Responsibilities of the Internal Investigator
- Types of Non-Criminal Investigations
- Types of Criminal Investigations
- Components of an Employee Conduct Case
- Considerations for the Employee Interview
- Referring Cases for Administrative Adjudication/Criminal Action
- Referring Criminal Violations to State and Local Authorities

### Length of Training:

Five days (36 class hours)

### Who Should Attend:

This course of instruction is designed for agents of the Inspector General community who either have been or will be tasked with conducting employee investigations. Prior completion of the Criminal Investigator Training Program or its equivalent is required for participation in the IGEITP.

## **INSPECTOR GENERAL ARREST AND SEARCH WARRANT EXECUTION TRAINING PROGRAM (IGASWTP)**

### Program Description:

The requirement to execute warrants is one of the most necessary, but one of the most dangerous and dynamic, of agent tasks. It is a compilation of a case agent's education, training, and experience. Successful warrant execution requires constant re-education and new training to stay abreast of changes in law, changes in capabilities of law enforcement organizations and personnel, ways to positively influence public perceptions of law enforcement, and the use of technological advances used by organizations and individuals to advance their illegal operations. The Inspector General investigative community must be competent in traditional law enforcement activities such as execution of warrants. IG special agents must also be prepared to execute warrants on the largest and most technologically advanced criminal entities and to manage large evidentiary seizures in order to prosecute large-scale contract fraud and/or federally funded program fraud.

The IGASWTP is a 2-week training program developed to meet IG investigators' specialized needs to: 1) safely and successfully execute search warrants on large single-site or multi-site locations; 2) seize evidence of large-scale contract/program fraud; 3) manage large evidence seizures; and, 4) participate in searches conducted through multi-agency and/or task force initiatives.

The IGASWTP training will provide updated operational, administrative, and legal information necessary to execute search and arrest warrants. These updates are used to prepare the IG case agent for conducting agency-specific warrants within the respective agency's jurisdiction, or to participate in multi-agency investigation warrants (i.e., task force assignments and joint agency undercover operations). The program then applies the information to recent high profile warrant execution scenarios for learning and problem solving. Finally, the program provides instruction for the specialized needs of IG agents involved with searches of technologically advanced organizations and subsequent management of large volumes of evidence recovered.

### Examples of Topics Covered in the IGASWTP:

- Review of Basic Search and Arrest Mechanics
- Writing the Affidavit
- Risk Assessment
- Contingency Planning
- Access and Access Control
- Operations Security
- Technical Equipment for the Search
- Fourth Amendment Search and Seizure



- Fourth Amendment Detention and Arrest
- Federal Rules of Evidence
- Evidence Processing and Custody
- Managing Large Evidence Seizures
- Searching Computers
- Role of the Seized Computer and Evidence Specialist
- Civil Liability
- Problems in Warrant Execution

Length of Training:

Eight class days

Who Should Attend:

This training program is designed for OIG special agents who have completed the Federal Law Enforcement Training Center's Criminal Investigator Training Program or equivalent, the Inspector General Criminal Investigator Academy's basic training program, and the investigators' agency-specific basic training program.

## **INSPECTOR GENERAL HOTLINE OPERATOR TRAINING PROGRAM (IGHOTP)**

### Program Description:

The IGHOTP is designed for personnel within the OIG community assigned to their agency's hotline network and primarily responsible for initial contact with employees/citizens with complaints and concerns. During the IGHOTP, emphasis will be placed on interviewing, investigative writing, and other skills needed to effectively obtain and report information received via the hotline.

Throughout the IGHOTP, participants will take part in lectures and practical exercises.

### Examples of Topics Covered in IGHOTP:

- Introduction to the IG Act
- Overview of the OIG Community and other Federal Agencies
- Employee Complainants and Whistleblowers Act
- Confidentiality Issues and Freedom of Information Act
- Defusing Hostility
- Telephonic Interviewing Techniques
- Investigative Writing
- Program and Entitlement Fraud
- Employee Conduct Investigations
- Contract Fraud
- Victim and Witness Awareness
- Time and Stress Management

### Length of Training:

Five class days

### Who Should Attend:

Participation in the IGHOTP will be limited to OIG personnel assigned to their agency's hotline operations.

## **INSPECTOR GENERAL PROCUREMENT, CONTRACT, AND GRANT FRAUD TRAINING PROGRAM (IGPCGFTP)**

### Program Description:

The Federal government issues over \$5 billion per year in procurements, contracts, and grants. Due to the magnitude of contracts issued by all of the government agencies, it is not surprising that fraud exists in the solicitation, bidding, awarding, and payment stages.

The IGPCGFTP is a five-day program developed to cover the knowledge, skills, techniques, and procedures necessary to conduct various types of procurement, contract, and grant fraud investigations.

### Examples of Topics Covered in IGPCGFTP:

- Federal Acquisition Process
- Types of Contracts and Grants
- Contract Administration
- Termination of Contracts
- Contract Fraud (Pre- and Post-award)
- Grant Fraud
- Investigative Techniques
- Criminal and Civil Statutes
- Administrative Remedies

### Length of Training:

Five days (36 class hours)

### Who Should Attend:

This course of instruction is designed for agents of the Inspector General community who are involved in investigating procurement, contract, and grant fraud.

## **INSPECTOR GENERAL TECHNICAL INVESTIGATIVE EQUIPMENT TRAINING PROGRAM (IGTIETP)**

### Program Description:

The IGTIETP is designed to instruct experienced investigators in the use of technical investigative equipment and the application of federal legal procedures concerning surveillance activities. Through lecture, laboratory, and practical exercises, participants learn the proper techniques for installation, operation, and field maintenance of equipment such as transmitters, receivers, recording devices, night vision equipment, and video recording systems. This program concentrates exclusively on consensual monitoring situations and surveillance. *Non-consensual monitoring and associated applications will not be addressed.*

### Examples of Topics Covered in IGTIETP:

- Federal Laws for Electronic Surveillance
- Basic Electricity and Power Supplies
- Troubleshooting and Field Repairs
- Acoustics and Microphones
- Audio Recorders
- Transmission Media Theory (RF & Hardwire)
- Antennas
- Surveillance Receivers and Transmitters
- Video Applications/Covert Installations
- Night Vision
- Site Planning
- Countermeasures Threat
- Troubleshooting
- Laboratory and Practical Exercises

### Length of Training:

Ten class days

### Who Should Attend:

Experienced investigators who have successfully completed a basic criminal investigator training program and an IG investigator training program.

## **INSPECTOR GENERAL TRANSITIONAL TRAINING PROGRAM (IGTTP)**

### Program Description:

The IGTTP program is designed for students who have recently transferred to the investigative divisions of the Offices of Inspector General from other than OIG investigative agencies. This will familiarize the investigator with the practices and resources that are IG specific.

### Examples of Topics Covered in IGTTP:

- Inspector General Act
- The IG Subpoena
- Employee Misconduct & Bribery
- Employee Complainants
- Whistleblower Act
- The Role of the Auditor in OIG Investigations
- Contract and Entitlement Program Fraud Investigations

### Length of Training:

Five days (36 class hours)

### Who Should Attend:

Ideally, candidates for the IGTTP should have at least three years of non-OIG investigative experience and less than one year of OIG experience. They must have completed FLETC's Criminal Investigator Training Program or its equivalent and their former agency's add-on agency-specific training.

## **INSPECTOR GENERAL WORKERS' COMPENSATION FRAUD TRAINING PROGRAM (IGWCFTP)**

### Program Description:

Workers' Compensation is the exclusive remedy by which Federal employees may obtain disability, medical, and/or survivor benefits from the United States for workplace injuries. In fiscal year 1997, the Federal government provided Workers' Compensation coverage for approximately three million Federal workers and paid out nearly \$1.9 billion in benefits for work-related injuries or illness to these workers. Benefits payments under workers' compensation are made from the Employees' Compensation Fund. These outlays are then billed to the employing agencies each year. Workers' compensation programs are frequently defrauded by claimants who are employed during the period for which they are receiving benefits and who falsify documents by not reporting the employment in order to retain their benefits.

IGWCFTP is a 5-day program developed to teach the knowledge, skills, techniques, and procedures necessary to conduct Workers' Compensation fraud investigations.

### Examples of Topics Covered in IGWCFTP:

- Overview of the Federal Employees Compensation Act (FECA)
- Review of FECA files
- Types of Fraud
- Investigative Techniques
- Criminal and Civil Statutes
- Administrative Remedies

### Length of Training:

Five days (36 class hours)

### Who Should Attend:

This course of instruction is designed for agents of the Inspector General community who are involved in Workers' Compensation fraud investigations.

**Inspector General Criminal Investigator Academy**

***Training Calendar***

**FY-2000**

Inspector General Investigator Training Program (IGITP)

IGITP-001            1/25/00 - 2/18/00

IGITP-002            3/7/00 – 3/31/00

IGITP-003            4/4/00 – 4/28/00

IGITP-004            5/2/00 – 5/26/00

IGITP-005            6/6/00 – 6/30/00

IGITP-006            8/1/00 – 8/25/00

Inspector General Technical Investigative Equipment Training Program (IGTIETP)

IGTIETP-001        7/10/00 – 7/21/00

IGTIETP-002        9/11/00 – 9/22/00

Inspector General Undercover Operations Training Program (IGUOTP)

IGUOTP-001        September 2000 (date to be determined)

Inspector General Hotline Operators Training Program (IGHOTP)

IGHOTP-001        9/26/00 – 9/29/00

Inspector General Workers' Compensation Fraud Training Program (IGWCFTP)

IGWCFTP-001      7/18/00 – 7/21/00



**FY-20001**

(Dates subject to change; please contact the Academy at 912/261-3759 for confirmation of dates.)

**Inspector General Investigator Training Program (IGITP)**

IGITP-101	10/16/00 – 11/9/00
IGITP-102	1/23/01 – 2/16/01
IGITP-103	2/27/01 – 3/23/01
IGITP-104	4/3/01 – 4/27/01
IGITP-105	5/1/01 – 5/25/01
IGITP-106	6/5/01 – 6/29/01
IGITP-107	8/7/01 – 8/31/01
IGITP-108	9/5/01 – 9/28/01

**Inspector General Advanced Investigative Techniques Training Program (IGAITTP)**

IGAITTP-101	1/8/01 – 1/12/01
IGAITTP-102	4/9/01 – 4/13/01

**Inspector General Undercover Operations Training Program (IGUOTP)**

IGUOTP-101	11/27/00 – 12/8/00
IGUOTP-102	1/22/01 – 2/2/01
IGUOTP-103	3/5/01 – 3/16/00
IGUOTP-104	6/4/01 – 6/15/01

Inspector General Arrest and Search Warrant Execution Training Program  
(IGASWTP)

IGASWTP-101                      9/18/01 – 9/27/01

Inspector General Employee Investigations Training Program (IGEITP)

IGEITP-101                      1/7/01 – 1/12/01

Inspector General Hotline Operators Training Program (IGHOTP)

IGHOTP-101                      11/13/00 – 11/17/00

IGHOTP-102                      7/9/01 – 7/13/01

Inspector General Procurement, Contract and Grant Fraud Training Program  
(IGPCGFTP)

IGPCGFTP                      7/23/01 – 8/3/01

Inspector General Technical Investigative Equipment Training Program  
(IGTIETP)

IGTIETP-101                      10/16/00 – 10/27/00

IGTIETP-102                      2/5/01 – 2/16/01

IGTIETP-103                      4/30/01 – 5/11/01

IGTIETP-104                      8/6/01 – 8/17/01

Inspector General Transitional Training Program (IGTTP)

IGTTP-101                      3/26/01 – 3/30/01

## Inspector General Workers' Compensation Fraud Training Program (IGWCFTP)

7/17/01 – 7/20/01